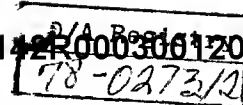


SECRET

Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8



FEB 1978

MEMORANDUM FOR: Comptroller

VIA: Acting Deputy Director for Administration

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Additional Personnel for OL/LSD/M&CB (U)

REFERENCES:

- (a) Memo dtd 29 Jul 77 to A-DDA fm D/L, subject: Review of Mail and Courier Procedures for Handling Classified Material (OL 7 10,172)
- (b) Memo dtd 1 Sep 77 to Compt fm D/L, subject: Review of Mail and Courier Procedures for Handling Classified Material (DDA 77-5087; OL 7 3958)
- (c) Memo dtd 9 Sep 77 to A-DDA fm Compt, subject: Additional Ceiling Position, for 1978 (DDA 77-5048)
- (d) Mult adse memo dtd 13 Jan 78 fm A-DDCI, subject: Position Ceiling (DDA 78-0181; OL 8 0264)

1. (U) Action Requested: This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 4.

2. (C) Background: The Office of Logistics (OL), by referents (a) and (b), requested an increase in its T/O or authorization to exceed ceiling by 15 positions to accommodate the need for additional couriers. This increase in courier strength was deemed mandatory to enable us to comply with [REDACTED] which specifies that codeword and/or Top Secret

25X1A

This memo may be reclassified  
CONFIDENTIAL upon removal of  
attachments.

E2 IMPDET CL BY [REDACTED]

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Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

SUBJECT: Additional Personnel for OL/LSD/M&CB (U)

material must be transported/accompanied by two couriers. For a number of years, this requirement had been waived provided the courier had a radio in his vehicle. The Office of Security and OL believed it imperative that the Agency not be in violation of its own procedures for handling classified material; and OL, in an effort to maintain the service now provided, began bringing on board additional couriers in order to comply with the two-man rule on codeword and/or Top Secret runs. Mail and Courier Branch, Logistics Services Division, OL, now has an on-duty strength of 25X9 persons which exceeds its authorized T/O ceiling by 15.

3. (U/AIUO) Staff Position: By referent (c) and more recently referent (d), we have been advised that no additional positions are available to OL through FY-79. While it is our intent to propose the additional positions for inclusion and approval in our FY-80 budget, I recommend that we adopt an interim course of action as follows:

a. That approval be granted OL to remain 15 couriers overstrength in the Mail and Courier Branch authorized ceiling. Such overstrength would be absorbed by any underages developed in OL or within the DDA directorate-wide.

b. That in the event all ceiling positions are exhausted within the DDA directorate, the Comptroller approve such overstrength and absorb it within total Agency ceiling.

c. If at any time it appears that our overstrength cannot be absorbed under a and b above, OL will commence efforts to reduce on-duty strength until we reach ceiling. Our current attrition rate in Mail and Courier Branch is approximately two a month; and therefore, reduction could be achieved painlessly. However, such reduction will require significant curtailment of the current level of courier services as set forth in referent (b).

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SUBJECT: Additional Personnel for OL/LSD/M&CB

While other courses of action could be developed such as a RIF or a freeze in hiring, the above provides the optimum flexibility and is the most viable. Since the costs of these additional personnel were not budgeted for in FY-78 and FY-79, OL plans to submit these costs as unfunded items if necessary.

4. (U) Recommendations: In view of the foregoing, your approval of the recommendations contained in paragraph 2a, b, and c is requested.

J. McDonald

James H. McDonald

RECOMMENDATIONS 3a and 3c:

APPROVED: \_\_\_\_\_  
Acting Deputy Director for Administration

DISAPPROVED: \_\_\_\_\_  
Acting Deputy Director for Administration

DATE: \_\_\_\_\_

RECOMMENDATIONS 3b and 3c:

APPROVED: \_\_\_\_\_  
Comptroller

DISAPPROVED: \_\_\_\_\_  
Comptroller

DATE: \_\_\_\_\_

Distribution:

Orig - Return to OL

2 - A-DDA

2 - Compt.

Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

SECRET

29 JUL 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Review of Mail and Courier Procedures (U/AIUO)  
for Handling Classified Material

1. (U/AIUO) Action Requested: It is requested that approval of the recommendation contained in paragraph 3 be granted.

2. Background:

a. (C) On 26 July 1977, I held a meeting with regard to current security practices in handling classified mail. In attendance at the meeting were the Director of Security; Deputy Chief, Logistics Services Division, OL (DC/LSD/OL); and the Chief, Mail and Courier Branch/LSD/OL (C/M&CB). Based on previous discussions with the Director of Security, it was of mutual concern to us that the Agency not be in violation of proper procedures for handling classified mail, particularly in view of the recent publicity regarding [REDACTED]

25X1A

b. (S) Headquarters Handbook [REDACTED] dated July 1968, specifies that Codeword and/or Top Secret material must be transported/accompanied by two couriers. In our meeting it was indicated that for a number of years this requirement had been waived occasionally. The waiver, allowing one courier to transport Codeword and/or Top Secret material has been granted verbally by the Special Security Center on the condition that the lone courier drive a vehicle with a operating radio. It was also brought out in our discussions that this had been common

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25X1A

2 IMPDET (L)

~~SECRET~~

OL 7 10,172

SUBJECT: Review of Mail and Courier Procedures (U/AIUO)  
for Handling Classified Material

practice with NPIC and OD&E long before the Courier Consolidation Program. I should hasten to add that the vast majority of our Codeword and/or Top Secret material has been and is being handled strictly in accordance with [REDACTED]

c. (S) Since January 1976, the M&CB of LSD has been requested to service some 33 additional requirements without any increase in their Table of Organization (T/O). For example: establish run for [REDACTED] Buildings; delayed pick up of Codeword material from congressional offices who do not have approved storage facilities; requested to X-ray all mail coming in for the Recruitment Division/OP; requested to X-ray [REDACTED]

Building and many special requirements for the DCI, OGC, and OLC. Up to this point we have been able to handle the majority of these requirements by working overtime and with refinements in our operating procedures.

d. (C) As mentioned in subparagraph b above, there have been occasions in the past where we have handled Codeword and/or Top Secret material with waivers to RHN [REDACTED]. Currently, we have seven courier runs (one for NPIC, three for 24-hour cable shift, one for Central Depot run, one for Executive Registry specials, one for OEL, [REDACTED] and DMC runs) where we rely on one courier with an operating radio plus runs for [REDACTED] requiring four couriers. In addition, there is a requirement for a minimum of four additional courier positions to handle "specials." In order to strictly conform with the procedures established by [REDACTED] the M&CB T/O should be increased by 15 positions at the GS-07 level bringing the total T/O to [REDACTED].

SUBJECT: Review of Mail and Courier Procedures (U/AIUO)  
for Handling Classified Material

e. (S) You may also recall that some months ago, we were requested to service a requirement in support of [REDACTED] which involved very timely deliveries of Codeword material to [REDACTED] at other than normal working hours/days. It was determined that four additional positions were required to satisfy this requirement, and although the Comptroller did not formally increase the T/O of the M&CB, we were allowed to exceed the established number of positions by four persons.

25X1A

f. (C) It is our understanding that the Acting DDCI is currently considering an increase of some 30 additional positions for the Office of Security. In view of the above it may be appropriate to bring the above information to the attention of the Acting DDCI for consideration at the earliest possible time since a total of 15 additional positions would be required to bring M&CB up to the required strength to handle the necessary increase in workload.

g. (U/AIUO) For your information, we have directed personnel scheduled for assignment elsewhere in LSD into the M&CB, and temporarily reassigned personnel from sorting requirements and the postal unit within the M&CB in order to have our courier runs conform to the provisions of [REDACTED]

3. (U/AIUO) Recommendation: It is recommended that pending review and allocation of the requested 15 positions for M&CB, that the Office of Logistics be permitted to exceed the M&CB T/O by up to 15 employees and the OL ceiling by the same amount.

SIGNED

James H. McDonald

SECRET

CONFIDENTIAL

Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

SUBJECT: Review of Mail and Courier Procedures (U/AIUO)  
for Handling Classified Material

CONCURRENCE:

Robert W. Gambino  
Director of Security

Date

APPROVED:

Acting Deputy Director for Administration

DISAPPROVED:

Acting Deputy Director for Administration

DATE:                     

Distribution:

Orig. - Return to OL (LSD Official)  
2 - DDA  
1 - D/Soc

Withheld:

1 - OL/LSD/M&CB  
1 - D/L Chrono  
1 - OL Files

OL/LSD:                     /dmw/7808  
(29 July 1977)

*Rewritten. See OL 7-3958 dtd 1 Sept. 77.*

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Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

SECRET

DD/A Registry

Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

1 SEP 1977

MEMORANDUM FOR: Comptroller

VIA: Acting Deputy Director for Administration  
Director of Security

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Review of Mail and Courier Procedures for  
Handling Classified Material (U/AIUO)

25X1A REFERENCES: a. [REDACTED] dtd 23 Jul 68, subject:  
Domestic Courier Operations  
b. Memo dtd 16 Oct 75 to DD/A fm D/L,  
subject: Consolidation of Mail and  
Courier Services - Recapitulation

1. (U/AIUO) Action Requested: It is requested that approval be granted to increase the staffing complement of the Mail and Courier Branch, Logistics Services Division, Office of Logistics (M&CB/LSD/OL) by 15 staff positions.

2. (S) Background:

25X1A a. On 26 July 1977, I held a meeting with regard to current security practices in handling classified mail. In attendance at the meeting were the Director of Security (D/Sec), Deputy Chief, LSD/OL, and Chief, M&CB/LSD/OL. Based on previous discussions with D/Sec, it was of mutual concern to us that the Agency not be in violation of proper procedures for handling classified mail, particularly in view of the recent publicity regarding [REDACTED]

25X1A b. [REDACTED] specifies that codeword and/or top secret material must be transported/accompanied by two couriers. In our meeting, it was indicated that for a number of years this requirement had been waived occasionally. The waiver, allowing one courier to transport

E2 IMPDET CL BY [REDACTED]

25X1A

OL 7 3958

US 1 4230

Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

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**SECRET**

Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

SUBJECT: Review of Mail and Courier Procedures for Handling  
Classified Material (U/AIUO)

codeword and/or top secret material, has been granted verbally by the Special Security Center on the condition that the lone courier drive a vehicle with an operating radio. It was also brought out in our discussions that this had been common practice with the National Photographic Interpretation Center (NPIC) and the Office of Development and Engineering long before the Courier Consolidation Program. I should hasten to add that the vast majority of our codeword/and/or top secret material has been and is being handled strictly in accordance with [REDACTED]

c. Prior to 1974, there was a wasteful overlap of courier services as a result of several independent courier operations within the Agency. Because of this, the CIA Management Committee ordered the establishment of an intradirectorate committee to study the feasibility of consolidating the various courier activities within the Agency. On 12 August 1974, a consolidation of Agency courier services, as recommended by the intradirectorate committee, was approved by the Management Committee and, by 1 July 1975, all Agency courier services had been merged with M&CB/LSD/OL. Paragraph 4 of reference b states, in part, "Presently, requirements for special deliveries, as a result of the several investigations of CIA, Freedom of Information Act requirements, and related matters, have greatly increased within the last year; and the Branch is strained to fill its requirements with only [REDACTED] positions." In fact, special requirements have continued to increase since 1975 and, just since January 1976, M&CB/LSD/OL has been requested to service some 33 additional requirements without any increase in its staffing complement. For example:

establish run for the [REDACTED] Buildings; delayed pickup of codeword material from congressional offices who do not have approved storage facilities; requested to X-ray all incoming mail for the Recruitment Division, Office of Personnel (OP); requested [REDACTED]

special requirements for the Director of Central Intelligence and the Offices of General Counsel and Legislative Counsel.

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Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

SUBJECT: Review of Mail and Courier Procedures for Handling  
Classified Material (U/AIUO)

25X9 d. Until the meeting referred to in paragraph 2a, we had been able to handle the majority of the increase in M&CB requirements by working overtime, exceeding our current authorized strength by small numbers, and refining our operating procedures. In the past month, however, in order to conform with the provision of [REDACTED] we 25X1A have added new employees from the Clerical Staffing Branch. OP, to M&CB/LSD/OL and currently have [REDACTED] employees on duty 25X9 in this branch. Within the next month, we plan to enter on duty 5 additional employees, bringing the strength of M&CB/LSD/OL to [REDACTED] or 15 over its authorized strength. In the interim, we have temporarily detailed employees from the postal unit and sorting requirements to courier runs.

e. Our specific requirements for 15 additional couriers are listed below:

(1) Seven couriers: These represent seven courier runs where we, in the past, have relied on one courier with an operating radio but will now need two couriers for each run. They are: one for NPIC; three for the 24-hour cable shift; one for the Central Depot, OL; one for the Executive Registry's specials; and one for the Defense Mapping Agency, Office of SIGINT Operations, [REDACTED] 25X1A

(2) Four couriers: Some months ago, we were requested to service a requirement in support of [REDACTED] which involved timely deliveries of codeword material to the [REDACTED] Building on other than nonworking hours/days. Four couriers are required to properly satisfy this requirement. 25X1A

(3) Four couriers: There is a need for a minimum of four couriers to handle additional special runs and requirements from all over the Agency that have developed in recent months and are referred to in paragraph 2c above.

f. To satisfy these additional requirements in M&CB/LSD/OL, we have considered eliminating other functions in OL but find that this cannot be done without curtailment of currently provided services to other elements of the

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CONFIDENTIAL

16 OCT 1975

Approved For Release 2001/04/02 : CIA-RDP81-00442R000300120001-8

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Consolidation of Mail and Courier Services - Recapitulation

1. In January and February 1974 the attached chart (attachment 1) was developed in the Office of Logistics (OL)/Mail and Courier Branch (MqCB) to demonstrate the wasteful overlap of courier services as the result of operating several independent courier operations within the Agency. (The U. S. was experiencing a serious gasoline shortage at that time, and the Agency was active in several areas attempting to economize and reduce costs.) The problem was presented to the Deputy Director for Management and Services (DDMS), and on 1 March 1974 he recommended to the CIA Management Committee that an interdirectorate committee be established to study the feasibility of consolidating the various courier activities within the Agency. The recommendation was approved on 3 April 1974; and the committee, with representatives from each directorate, was formed in early May 1974. They established a basic data base, reviewed the problem, and on 8 July 1974 reported back to the Management Committee that consolidation was feasible and could be implemented during FY 1975. The Courier Consolidation Committee (CCC) considered courier services in the Headquarters Building and the Metropolitan Washington Area only. Domestic U. S. and overseas courier services were not included at that time. Attachment 2 indicates the offices and equipment identified to be merged. The consolidation, as recommended, was approved by the Management Committee on 12 August 1974.

2. Preparation to consolidate began immediately, to include renovations and expansion of the MqCB and the acquisition of additional mail handling equipment. The National Photographic Interpretation Center (NPIC) was selected to be the first activity to be consolidated with MqCB because of their expertise and experience with code word processing and because of their demonstrated support of the effort and their willingness to cooperate and assist. NPIC personnel, functions, and equipment were transferred on 16 November 1974, along with the functions of the Office of Basic Geographic Intelligence. Following that, the Deputy Director for Operations was merged on 13 January 1975; the Office of Security on 3 March 1975; the Offices of Development and Engineering and ELINT and the then defunct Office of Special Activities on 10 March 1975; and finally the Office of Current Intelligence on 1 July 1975. The Office of Joint Computer Support and the Insurance Branch, although identified by the CCC as operating courier services, did not dedicate assets to those

25X1A

E. 2 IMPDET CL BY

CONFIDENTIAL

OL 5 10,214

Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

SUBJECT: Consolidation of Mail and Courier Services - Receipt and

25X1A functions and therefore had nothing to transfer. They were, in essence, advised of the service offered by MACB. The Office of Training was excluded from the consolidation inasmuch as their function of transporting personnel and supplies along with a pouch for the [REDACTED] was deemed to be incompatible with the consolidated service and no economies would be realized if merged.

25X9 3. The memorandum from the CCC to the Management Committee recommending the consolidation (attachment 3) indicated that, of the [REDACTED] 25X9

the consolidation was approved by the Management Committee and were, therefore, a saving in the overall consolidation of the various courier systems.

25X9 4. Paragraph 6 of attachment 3 stated that, "Depending on requirements for 'special delivery' and experience factors, additional positions may also be eliminated. Presently, requirements for special deliveries, as a result of the several investigations of CIA, President of Information Act requirements, and related matters, have greatly increased within the last year; and the Branch is strained to fill its requirements with only [REDACTED] positions. It may be possible to eliminate more positions when the level of these special activities reduces.

5. Attachment 3 further indicates that five or six vehicles could be eliminated. Thirty six were identified as being utilized as courier vehicles; however, only 29 were merged into the consolidated courier system, with seven being retained within the various operating components. With additional refinements and the reduction of above-cited special activities, it may be possible to further reduce the number of vehicles utilized in courier services.

25X9 6. In summary, [REDACTED] positions are now dedicated to courier services, performing the functions heretofore performed by [REDACTED] person. 25X9 Within the operating components 15.5 positions were retained and reclassified or eliminated. Courier services are being provided throughout the Washington area with seven fewer vehicles than prior to the merger.

15/  
Michael J. Malanick  
Director of Logistics

Atts (3)

CONFIDENTIAL

9 SEP 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

SUBJECT : Additional Ceiling Positions for 1978 (U)

- REFERENCES :
- a. Your Memo, dtd. 10 August 1977, Subject: Additional Ceiling for the Office of Personnel
  - b. Compt. Memo to A/DDA, dtd. 17 August 1977, Subject: Additional Ceiling for the Office of Personnel
  - c. Your Memo, dtd. 24 August 1977, Subject: Additional Ceiling for the Office of Personnel
  - d. Your Memo, dtd. 30 August 1977, Subject: Rein-statement of Positions—Executive Motor Pool

1. (U/AIUO) This will serve to acknowledge References c. and d. which request allocation of 12 ceiling positions for expansion of the Position Management and Compensation Division and four positions for the Motor Pool in the Office of Logistics.

2. (U/AIUO) There are no uncommitted ceiling positions available for allocation at this time. All new requirements such as those identified for the Offices of Personnel and Logistics can only be satisfied at the expense of concurrent reductions elsewhere in the Agency.

3. (U) We plan to consider your requirements along with other similar new position requirements from other directorates at a Comptroller's Meeting later this month during which position and fund allocations for 1978 will be determined. STATINTL

[Redacted Signature]

James H. Taylor  
Comptroller

**25X9**

**Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8**

**Next 1 Page(s) In Document Exempt**

**Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8**

27 JAN 78

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Robert W. Gambino  
Director of Security

SUBJECT: Position Ceiling

REFERENCE: DDA 78-0181 dated 13 Jan 78, Same Subject

Mike:

1. I note that the Acting Deputy Director of Central Intelligence has instructed the four functional Deputy Directors not to recruit against anticipated FY 79 ceiling increases without the written approval of the Director.

2. In order to get our Industrial Security Program moving ahead quickly as the Director had asked and per your earlier oral approval, we have been recruiting against our FY 79 increase in Industrial Security positions and plan to be as many as 16 over strength at the end of FY 78. I assume that you plan either to accommodate this temporary overage within the directorate's overall ceiling or to obtain the Director of Central Intelligence's approval for the total directorate overage. If this assumption is not correct or if there is any further action which I should take at this time please let me know.

STATINTL

Robert W. Gambino

OS 8 0175

**25X9**

**Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8**

**Next 1 Page(s) In Document Exempt**

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ONLY

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Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Position Ceiling

DDA 78-273

FROM:

Robert W. Gambino  
Director of Security  
4E-60, Hqs.

EXTENSION

6777

NO.

DATE

27 JAN 1978

TO: (Officer designation, room number, and building)

EO/DDA  
MR. Fitzwater

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ADD/A  
7D-26, Hqs.

1 FEB 1978

4

3. [REDACTED]  
Acting Director of Security

Sid:

As I advised you at the 8:30 meeting on 1 February, please refrain from any further hiring in FY 1978, except for those cases that you mention in the attached memo and such other STATINTL as we specifically agree upon.

Michael J. Malanick

Acting Deputy Director for Administration

ADDA/MJMalanick:lm (1 Feb 78)

Distribution:

Orig RS - D/OS w/Orig Attn  
1 RS - DDA Subject with  
1 RS - DDA Chrono  
1 RS - MJM Chrono

Attachment: DDA 78-0273 '1 memo for ADDA from D/OS, dated 27 Jan 1978, Subject: Position Ceiling.

Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

TRANSMITTAL SLIP		DATE
TO: <i>EQ/DDA</i> <i>12</i> <i>1/16</i>		
ROOM NO.	BUILDING	
REMARKS: Copies sent to OD's, CMO, <i>AI</i> & BS. <i>Mr. Fitzwater</i> <i>1m/1 18-78</i> <i>MR. MALANICK</i> <i>Copies</i>  <i>A copy of letter in</i> <i>airmail. Attached is</i> <i>1 copy of VDA 148 re: two</i> <i>FY 79 over FY 77.</i>		
FROM: A/DDCI <i>(over)</i>		
ROOM NO.	BUILDING	EXTENSION

Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

**ILLEGIB**

**Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8**

**Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8**

UNCLASSIFIED

☐ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET

Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Position Ceiling

FROM:

Robert W. Gambino  
Director of Security  
4E-60, Hqs.

EXTENSION

6777

NO.

DATE

27 JAN 1978

TO: (Officer designation, room number, and building)

EO/DDA

MR. Fitzgerald

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

ADD/A  
7D-26, Hqs.

1 FEB 1978

4

2.

3.

Acting Director of Security

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Sid:

As I advised you at the 8:30 meeting on 1 February, please refrain from any further hiring in FY 1978, except for those cases that you mention in the attached memo and such other as we specifically agree upon.

Michael J. Malanick  
Acting Deputy Director for  
Administration

ADDA/MJMalanick:lm (1 Feb 78)  
Distribution:

Orig RS - D/OS w/Orig Att  
1 RS - DDA Subject w/a 1  
1 RS - DDA Chrono  
1 RS - MJM Chrono

Attachment: DDA 78-0273/1, Memo  
for ADDA from D/OS, dated  
27 Jan 1978, Subject: Position  
Ceiling.

Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

FORM 3-62 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

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ONLY

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Approved For Release 2001/04/02 : CIA-RDP81-00142R000300120001-8

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Additional Personnel for OL/LSD/M&CB

FROM:

Director of Logistics  
2C02 [REDACTED]

EXTENSION

8-8200

NO.

DD/A Registry

File Personnel

DATE

8 FEB 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

EO/DDA

2/7

RECEIVED

FORWARDED

2

1. Acting DDA  
7D-24 Hqs.

2.

3. ~~Comptroller~~  
~~4E-42 Hqs.~~

4.

5. D/Logistics  
2C02 [REDACTED]

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15.

1-5  
Please see me

ILLEGIB



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